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Executive Registry
3-5701

27 December 1952

MEMORANDUM FOR: Personnel Director
Comptroller
Chief, Procurement and Supply

SUBJECT: Administrative Problems

1. A bi-weekly conference of DD/P Area Division and Senior Staff Chiefs of Administration is conducted by the undersigned for the purpose of general discussion of administrative problems.

2. The meetings are held on every second Wednesday at 1500 hours in Room 1035 L Building. The next scheduled meeting will be held on 14 January 1953.

3. I believe that it would be quite helpful if either you or a designated representative could attend these meetings, and I would appreciate your informing me whether you concur. If so, we will welcome your continued attendance.

25X1A9a
[redacted]
Chief of Administration, DD/P

Dist:
1 - Each addressee
1 - DD/A

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